

**BID NOTICE**

**ELLIS WOODS PARK TREE REMOVAL PROJECT**

**PROJECT OWNER:**

**EAST COVENTRY TOWNSHIP, CHESTER COUNTY, PA.**

**SUBMIT BID PROPOSALS TO:**

**EAST COVENTRY TOWNSHIP  
855 ELLIS WOODS ROAD  
POTTSTOWN, PA 19465**

**ATTN: CASEY LALONDE, TOWNSHIP MANAGER**

**BY**

**3:00 P.M. Friday September 8, 2006**

**BIDDER'S NAME:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

## **Ellis Woods Park Tree Removal Project**

East Coventry Township, Chester County, will open sealed bids for the removal of downed, damaged and other trees in Ellis Woods Park as specified in the bid documents, on Friday, September 8, 2006, at 3:00 p.m. local prevailing time. For more information and / or bid documents, please contact East Coventry Township, 855 Ellis Woods Road, Pottstown, PA 19465, (610) 495-5443 or [www.eastcoventry-pa.gov](http://www.eastcoventry-pa.gov).

Bids shall be accompanied by a money order, certified check or cashier's good faith check, payable to the order of East Coventry Township, or a Bond with a corporate surety in the amount of Ten (10%) of the bid.

The Township reserves the right to (1) reject any and all bids or portions thereof, (2) advertise for new bids, (3) waive technical defects in any and all bids and (4) reject all bids.

Casey LaLonde, Township Manager

## **EAST COVENTRY TOWNSHIP INSTRUCTIONS TO BIDDERS**

### **1. RECEIPT AND OPENING OF BIDS**

East Coventry Township (herein called "Township") invites qualified bidders to submit bids for the Ellis Woods Park Tree Removal Project, in accordance with the attached specifications. Bid documents and specifications may be secured at the East Coventry Township building, 855 Ellis Woods Road, Pottstown, PA 19465 between the hours of 8:00 A.M. AND 4:30 P.M., Monday through Friday. The bid documents may also be downloaded at [www.eastcoventry-pa.gov](http://www.eastcoventry-pa.gov). No bids shall be accepted by the Township later than 3:00 P.M. Friday, September 8, 2006, local prevailing time, at which time the bids will be opened and publicly read aloud.

### **2. PREPARATION OF BID**

Each bid must be submitted on the proper bid proposal form. All blank spaces for bid prices and information must be filled in (in ink or typewritten). Each bid must be submitted in a sealed envelope bearing on the outside the name and address of the bidder and must be clearly marked "ELLIS WOODS PARK TREE REMOVAL PROJECT." If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified on the Bid Proposal Form. The bid proposals should be assembled and presented to the Township in the following order:

- 1** – Cover sheet from RFP Packet
- 2** – Bid Proposal Form and Signature Page
- 3** – Bid Security
- 4** – Non-collusion affidavit

### **3. HIGHEST RESPONSIVE AND RESPONSIBLE BIDDER**

The contract will be awarded to the "highest responsive and responsible bidder." In awarding bids, the Township Board of Supervisors shall have the right to take into consideration the following factors, in addition to price:

The character, integrity, reputation and judgment of the bidder.

The Township reserves the right to (1) reject any and all bids or portions thereof, (2) advertise for new bids, (3) waive technical defects in any and all bids and (4) reject all bids.

#### 4. BID CHANGES

The Township will not accept any additions, changes, modifications or alterations to bids once they have been received and logged by the Township. All withdrawals of bids will be according to the procedures under Act 4 of 1974. Bids which contain alterations, omissions or irregularities, or which are incomplete, will be rejected.

#### 5. BID SECURITY

Each bid must be accompanied by a money order or a certified check or cashier's good faith check, made payable to East Coventry Township or a bond with corporate surety, in the amount of Ten (10%) percent of the bid. Said bid security shall be forfeited to the Township in the event a bidder neglects or refuses to enter into a written contract with the Township within ten (10) days of the award of the contract to the bidder by the Township Board of Supervisors. After the award of the contract, the bid security of each unsuccessful bidder shall be returned to each such bidder. The bid security of the bidder to whom the contract is awarded shall be returned to that bidder upon the execution of the contract and delivery of bond with surety, as provided hereinafter.

**END OF INSTRUCTIONS TO BIDDERS**

## **TECHNICAL SPECIFICATIONS**

### **1. Description of Work**

Recent storms downed and damaged significant numbers of trees on the fifteen (15) acre portion of Ellis Woods Park at 855 Ellis Woods Road, Pottstown, PA 19518, at the East Coventry Township building. This project is designed to have the successful bidder remove the downed and damaged trees and on a separate Add Alternate portion of the contract, remove specific trees to more effectively manage the forest.

#### **Base Contract**

- Remove all downed and damaged trees in the project area denoted on the attached site map. All tree tops must be cut to lie down on the ground. All logs shall be removed from the property. All trees to be removed shall be marked by the Township prior to the start of the project.
- The site is located across a small ravine. The Township shall install a temporary bridge providing access to the site. The successful bidder shall install a temporary road to the site, as needed. Following the completion of the project, the Township shall remove the temporary bridge, and the bidder shall restore the temporary access road to the satisfaction of the Township.
- Any gross profits from the sale of lumber from the project shall be shared 50% for the bidder and 50% for the Township.

#### **Alternate 'A'**

- In addition to the conditions in the Base Contract, if awarded by the Township, Alternate 'A' shall include the removal of standing trees above 18" DBH, as marked by the Township. No other trees shall be removed except with express permission by the Township.

### **2. Term of Contract**

Contract period for this project shall be the day of bid award by the Board of Supervisors until December 31, 2006. All work must be completed by December 31, 2006, unless a time extension is requested by the successful bidder and approved by East Coventry Township.

### **3. Bid Proposal**

All proposals must adhere to the attached Bid Proposal Form. The proposed Bid shall show the total payments to the Township for the 50% share of the lumber removed from the site. A site inspection is available to bidders.

**END OF TECHNICAL SPECIFICATIONS**

**BID SIGNATURE FORM**

IN WITNESS WHEREOF, intending to be legally bound hereby, the undersigned, being duly authorized, has executed this Bid

the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone\_\_\_\_\_

FAX\_\_\_\_\_

## BID PROPOSAL FORM

Item	Total Amount Payable to East Coventry Township
<b>Base Contract</b> – Removal of Downed & Damaged Trees	\$
<b>Alternate ‘A’</b> – In addition to Base Contract – Removal of Specified Trees	\$
<b>Total Bid Package Price</b>	

STATE OF PENNSYLVANIA :  
SS.  
COUNTY OF \_\_\_\_\_ :





# Ellis Woods Park Tree Removal Project

Project Area: \_\_\_\_\_

